

## Instructions for Completing OMB Form 83-I

Please answer all questions and have a Senior Official or a designee sign the form. These instructions should be used in conjunction with 5 CFR 1320, which provides information on coverage, definitions, and other matters of procedure and interpretation under the Paperwork Reduction Act of 1995.

Once completed, submit one copy of your OMB 83-I form, with an original signature, to the OEI Collection Strategies Division (CSD) as part of your ICR package.

The comment fields (“clouds,” appear in the left margin) provide context sensitive help. To open a comment field simply click your mouse once on the cloud to open the cloud, click again to close the comment. For longer comments, double clicking on a comment field enables a reader to see the entire comment using the vertical scroll bar (use file/close to return to the document.)

The margins and lines are NOT block protected, so you must fill in the form with caution, paying attention to any shifting of the existing text. The following tips should make this a simple task:

- Fill in the spaces by using the type over command. Otherwise you should delete a space for each letter you add.
- To place an “X” in a box (: ) go to the “Insert/Symbol” pull down menu, select “Iconic Symbols” in the dialogue box, and look for the “: ”. Double click on the character to place it on your form.
- Use the same font.
- Do not change table lines (although you can delete an extra space line to provide more space elsewhere).
- We do **not** recommend that you convert this form to WP5.1, some of these features are not available in WP5.1, so the text will scramble.

OPPTS staff originally created this OMB form in WP6.0 format. The help fields were added and it was converted to WP6.1 by OEI.

If you have any problems or questions, please call your ICR Desk Officer. They are:

Rick Westlund (Team Leader), 260-2745	OPPTS
Monica Lewis, 260-4522	OSWER
Phil Silverstein, 260-2728	Air ICR renewals
Delores Evans, 260-1625	Air rules and rule amendments
Lynn Johnson, 260-2964	Water, OP, ORD, OARM, OECA (not air-related), OA, Regions (not media specific)



<p>15. Purpose of information collection (<i>Mark Primary With "P" and all others that apply with "X"</i>)</p> <p>a. <input type="checkbox"/> Application for benefits    e. <input checked="" type="checkbox"/> Program planning or management</p> <p>b. <input checked="" type="checkbox"/> Program evaluation    f. <input checked="" type="checkbox"/> Research</p> <p>c. <input type="checkbox"/> General purpose statistics    g. <input type="checkbox"/> Regulatory or compliance</p> <p>d. <input type="checkbox"/> Audit</p>	<p>16. Frequency of recordkeeping or reporting (<i>check all that apply</i>)</p> <p>a. <input checked="" type="checkbox"/> Recordkeeping    b. <input checked="" type="checkbox"/> Third party disclosure</p> <p>c. : Reporting</p> <p>1. <input checked="" type="checkbox"/> On occasion    2. <input checked="" type="checkbox"/> Weekly    3. <input checked="" type="checkbox"/> Monthly</p> <p>4. <input checked="" type="checkbox"/> Quarterly    5. <input checked="" type="checkbox"/> Semi-annually    6. <input checked="" type="checkbox"/> Annually</p> <p>7. <input checked="" type="checkbox"/> Biannually    8. : Other (describe) <u>one-time only</u></p>
<p>17. Statistical methods</p> <p>Does this information collection employ statistical methods?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes    : No</p>	<p>18. Agency contact (<i>person who can best answer questions regarding the content of this submission</i>)</p> <p>Name: <u>Eric Marsh</u></p> <p>Phone: <u>202-260-2782</u></p>

## 19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

**NOTE:** The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
  - (I) Why the information is being collected;
  - (ii) Use of information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions);
- (I) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Program Official

Katherine Dawes, Director  
Evaluation Support Division  
Office of Environmental Policy Innovation  
Office of Policy, Economics, and Innovation

Date

Signature of Senior Official or designee

Oscar Morales, Director  
Collection Strategies Division  
Office of Information Collection  
Office of Environmental Information

Date



## Certification Requirement for Paperwork Reduction Act Submissions

5 CFR 1320.9 reads “As part of the agency submission to OMB of a proposed collection of information, the agency (through the head of the agency, the Senior Official or their designee) shall certify (and provide a record supporting such certification) that the proposed collection of information --

“(a) is necessary for the proper performance of the functions of the agency, including that the information to be collected will have practical utility;

“(b) is not unnecessarily duplicative of information otherwise reasonably accessible to the agency;

“(c) reduces to the extent practicable and appropriate the burden on persons who shall provide information to or for the agency, including with respect to small entities, as defined in the Regulatory Flexibility Act 5 U.S.C. § 601(6)), the use of such techniques as:

“(1) establishing differing compliance or reporting requirements or timetables that take into account the resources available to those who are to respond;

“(2) the clarification, consolidation, or simplification of compliance and reporting requirements; or collection of information , or any part thereof;

“(3) an exemption from coverage of the collection of information, or any part thereof;

“(d) is written using plain, coherent, and unambiguous terminology and is understandable to those who are to respond;

“(e) is to be implemented in ways consistent and compatible, to the maximum extent practicable, with the existing reporting and recordkeeping practices of those who are to respond;

“(f) indicates for each recordkeeping requirement the length of time persons are required to maintain the records specified;

“(g) informs potential respondents of the information called for under § 1320.8(b)(3); [see below]

“(h) has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected, including the processing of the information in a manner which shall enhance, where appropriate, the utility of the information to agencies and the public;

“(I) uses effective and efficient statistical survey methodology appropriate to the purpose for which the information is to be collected; and

“(j) to the maximum extent practicable, uses appropriate information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public.”

**NOTE:** 5 CFR 1320.8(b)(3) requires that each collection of information:

“(3) informs and provides reasonable notice to the potential persons to whom the collection of information is addressed of:

“(I) the reasons the information is planned to be and/or has been used to further the proper performance of the functions of the agency;

“(ii) the way such information is planned to be and/or has been used to further the proper performance of the functions of the agency;

“(iii) an estimate, to the extent practicable, of the average burden of the collection (together with a request that the public direct to the agency any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden);

“(iv) whether responses to the collection of information are voluntary, required to obtain or retain a benefit (citing authority), or mandatory (citing authority);

“(v) the nature and extent of confidentiality to be provided, if any (citing authority); and

“(vi) the fact that any agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.”